

## CASH-PAYROLL GENERATION OF REPORT (<http://202.2.2.51/p/pay/mylogin.php>)

The screenshot displays the Sterling Paper Group of Companies payroll system interface. The browser address bar shows the URL [202.2.2.51/p/pay/index.php](http://202.2.2.51/p/pay/index.php). The page title is "STERLING PAPER GROUP OF COMPANIES". The navigation menu includes "File Maintenance", "Transaction Entry", "Computation", "Information", "Reports", and "Utilities". The "Reports" menu is highlighted with a red box and labeled "1".

The left sidebar contains a list of reports, with "CASH PAYROLL" highlighted by a red box and labeled "2".

The main content area shows the "Cash Payroll Printing" form. The "Pay Class" is set to "Monthly" and the "Pay Period" is "03/01/2016". A table lists companies with checkboxes for selection. "SP PROPERTIES, INC." is selected, indicated by a red box and labeled "3". The "Output" dropdown is set to "Browser". The "Process" button is highlighted by a red box and labeled "4".

Below are the steps in generating CASH-PAYROLL:

1. Click **Reports** button.
2. Next click **CASH PAYROLL** link/option.
3. Then select what **Pay Class, Pay Period, Company and Output** you want to generate.
4. And click **Process** button to finally view/generate the CASH-PAYROLL of the specific cut-off.